

ASSOCIATE PLANNER

DEFINITION

To perform professional complex planning work on various projects; plan, organize and conduct research studies and prepare reports and recommendations regarding land use, zoning, community design, and environmental issues; participate in the review, development and/or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances and other policies and procedures; coordinate the work of other professional and technical staff as needed; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Planner series and it is distinguished from the Assistant Planner level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Planner level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior or Principal Planner.

May exercise technical or functional guidance to professional, technical or clerical positions.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Conduct complex planning work on various projects including the review of General Plan **and land use** issues, environmental issues, site development, building and grading plans, parcel maps, tentative and final maps, adjustment plans, environmental analysis and similar applications; research, review, and analyze information and data for the preparation of comprehensive planning reports on both current and long-range issues.

Plan, organize and conduct research studies regarding land use, zoning, community design, and environmental issues; prepare reports and recommendations.

Participate in the administration of land use regulations, the City's General Plan, Sectional Planning Area (SPA) plans, environmental review, and design review; provide support at the permit counter; review development proposals for conformance with general plan/city zoning; communicate with and assists developers, property owners, and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications; implement requirements; identify problems and assess alternatives for projects; recommend project approval.

Act as a project manager for specific planned areas which may include one or more planned communities, redevelopment areas, and/or assigned to special planning or development projects; manage and assist in the creation of SPA plan design and development standards and guidelines including zoning, financing and precise planning for specific development zones within SPA planning areas; prepares reports related to local and regional planning and zoning issues.

Participate in the review, development, or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances and other policies and procedures; develop specific plans, ordinances, and programs necessary to implement the adopted General Plan.

Prepare and/or review environmental impact reports including mitigation measures; review project environmental assessments for compliance with the California Environmental Quality Act (CEQA).

Perform environmental review of community development projects; implement environmental mitigation monitoring and the city MSCP subarea plan; review information and develop mitigation measures for environmental problems

Provide written and oral information to the public on a wide range of planning issues, including current, long term and capital improvement projects; attend meetings and make presentations to various committees, commissions, professional and community groups.

Oversee the drafting, updating and filing of land use maps, official zoning maps, and other maps, charts, and research materials; prepare written staff reports on complex development applications.

May assist in providing training to staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of planning theorems and land development methods and design procedures.

State planning and zoning laws and regulations affecting planning, including the California Environmental Quality Act, Subdivision Map Act, and other governmental environment policies rules and regulations.

Trends and statistics related to public planning; engineering drawings, topographic mapping, and both architectural presentation and urban design.

Research methods as applied to collection, tabulation and analysis of statistics affecting public planning.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Collect, analyze, and interpret data pertaining to planning, zoning and/or environmental policies and issues.

Read and interpret laws, ordinances, general plan elements, environmental impact reports, and other documents related to community planning and land use.

Read and interpret maps.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible city or regional planning work.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in planning, architecture, environmental studies, natural resources management or a related field.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently interrupted by the need to respond to in-person and telephone inquiries.

4/05